

CCAF Instructor Certification Program

CCAF offers the CCAF Instructor Certification (CIC) Program for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience. Qualified officer, enlisted, civilian and other service instructors are eligible for this certification.

The CIC Program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011.

Three-Level Program: The CIC Program consists of three specific levels of achievement.

- CIC-I. Formally recognizes an instructor's qualification as a CCAF instructor and their professional accomplishment.
- CIC-II. Formally recognizes an instructor's advanced level of professional accomplishments beyond the CIC-I.
- CIC-III. Formally recognizes an instructor's advanced level of professional accomplishments beyond the CIC-II or OIC.

Eligibility: Qualified Instructors who meet CIC Program requirements are eligible. Once an instructor leaves CCAF instructor duty, they are no longer eligible for the CIC.

- A qualified instructor is a CCAF instructor who has completed the CCAF faculty development program and is assigned to a CCAF affiliated school teaching a CCAF credit-awarding course. The instructor may be an officer, enlisted, civil service, contractor, other-service, or foreign-service member.
- Instructor Assistants, Student Instructors, Guest Lecturers, Subject-Matter Experts, Speakers of Opportunity, approved EQILD instructors and instructors who do not teach a CCAF credit-awarding course are not eligible.

CIC Program Requirements: Instructors must meet the specific requirements of the certification level which they are being nominated for.

CCAF Instructor Certification - Level I (CIC-I). Qualification requirements:

- a. Currently teaching a CCAF credit-awarding course(s) at an affiliated school at the time of nomination.
- b. Assigned to a CCAF course(s) in the CCAF Faculty Database (STARS-FD). Completed at least 3 semester-hours of CCAF-approved Instructor Methodology coursework.
- c. Completed the 12-semester-hour CCAF Teaching Internship.
- d. Subject-matter qualified in the CCAF course(s) assigned to teach.
- e. Hold an associate's or higher-level degree from an accredited college.
- f. Have at least 1 year teaching experience as a CCAF instructor from the Date Assigned Instructor Duties (DAID).

- g. Have at least 1,000 hours of documented practical experience teaching a CCAF course(s).
- h. Be recommended for certification by the affiliated school commander or commandant.

CCAF Instructor Certification - Level II (CIC-II). Qualification requirements:

- a. Currently teaching a CCAF credit-awarding course(s) at an affiliated school at the time of nomination.
- b. Assigned to a CCAF course(s) in the CCAF STARS-FD.
- c. Awarded the CIC-I.
- d. Subject-matter qualified in the CCAF course(s) assigned to teach.
- e. Have at least 2 years teaching experience as a CCAF instructor from the DAID.
- f. Have at least 2,000 hours of documented practical experience teaching a CCAF course(s).
- g. Be recommended for certification by the affiliated school commander or commandant.

CCAF Instructor Certification - Level III (CIC-III). Qualification requirements:

- a. Currently teaching a CCAF credit-awarding course(s) at an affiliated school at the time of nomination.
- b. Assigned to a CCAF course(s) in the CCAF STARS-FD.
- c. Awarded the CIC-II or OIC.
- d. Subject-matter qualified in the CCAF course(s) assigned to teach.
- e. Hold a Bachelor or higher-level degree from an accredited college.
- f. Have at least 3 years teaching experience as a CCAF instructor from the DAID.
- g. Have at least 3,000 hours of documented practical experience teaching a CCAF course(s).
- h. Have at least 24 semester hours of CCAF-approved teacher/instructor education coursework in one or more of the following subject areas (May be CCAF or civilian):
 - i. Instructional Methodology
 - ii. Educational Counseling or Psychology
 - iii. Academic and Performance Measurement
 - iv. Curriculum or Instructional Development
 - v. Communication Skills
 - vi. Instructional Technology
- i. Be recommended for certification by the affiliated school commander or commandant.

Awarded CIC: Individuals awarded the CIC will receive a certificate and the CIC will be reflected on their CCAF student record and official CCAF transcript.

Members who were awarded the OIC after 31 March 2006 can request their awarded OIC be converted to the new CIC-II. To request conversion, members must send an E-mail to ccaf.deal@us.af.mil requesting their awarded OIC be converted to the CIC-II. Within the E-mail, include a mailing address and the last four of their SSAN. Members who were awarded the OIC prior to 1 April 2006 may not have their awarded OIC converted to the CIC-II due to the difference in published program requirements.

To obtain more information concerning the CIC Program and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG) or contact the CCAF

CIC Recognition Initiative

CCAF continues to work with civilian colleges and universities to ensure CIC recipients can receive advanced placement in the respective institution's teacher educational programs.

Florida Professional Educator Certification

Florida Legislation passed Statute 1012.56, which allows CCAF instructors to meet some of Florida's certification requirements. The statute allows current and previous instructors to meet Florida's general knowledge, and professional preparation and teacher competence requirements if the individual:

- Taught fulltime for at least two semesters at an accredited college that awards at least an associate's degree (CCAF).
- Submits appropriate documentation provided by CCAF (Letter of Verification).
- Holds at least a bachelor's degree.
- Passes one of Florida's subject knowledge exams.

Contact the CCAF Credentialing Programs Flight to obtain a Letter of Verification. CCAF cannot provide Letter of Verification for individuals who were never a CCAF instructor.

Florida Statute 1012.56 provides easier transition for CCAF instructors into a second career in teaching in Florida. For more information, contact the Florida Troops to Teachers program manager at 1-888-358-7667 or (850) 245-5023 or e-mail TroopstoTeachers@fldoe.org.

Rio Salado College

Rio Salado College accepts CCAF coursework to fulfill requirements towards their online Post-Baccalaureate Teacher Education Program. Rio Salado also offers an online Bachelor of Science degree plan with focuses on elementary education and leadership. To learn more about Rio Salado College's Teacher Education programs, visit <http://www.rio.maricopa.edu/>

Wayland Baptist University

Wayland Baptist University accepts CCAF coursework to fulfill requirements towards their Bachelor of Science in Occupational Education degree program. To learn more about Wayland Baptist University's Bachelor of Science Occupational Education degree program, visit <http://www.wbu.edu/>.

Troops-To-Teachers Program

The DANTES Troops-To-Teachers (TTT) Program provides referral assistance and placement services to military personnel interested in beginning a second career in public education as a teacher. The DANTES TTT office also helps applicants identify teacher certification

requirements, programs leading to certification and employment opportunities.

Air Force personnel considering retirement or separation who are interested in teaching K-12 are encouraged to contact DANTES at DSN 922-1320/(850) 452-1320 or visit http://www.dantes.doded.mil/Sub%20Pages/TTT/TTT_Main.html.

Vocational Instructor Certification

Have you considered becoming an instructor at a vocational school or community college? Individuals who are interested should contact the applicable state board of education to determine qualification and certification requirements. For more information, visit <http://www.ed.gov/about/contacts/state/index.html?src=ln>.

For more information, contact the CCAF Credentialing Programs Flight at DSN 749-5020 / (334) 649-5020 or e-mail ccaf.deal@us.af.mil.

Information current as of Oct 13